

Budget Classification Transfers (BCT) Form Instructions

- 1) **Business Area** - Enter the four-digit code of the agency requesting the BCT.
- 2) **Business Area Title** - Enter the title of the agency requesting the BCT.
- 3) **Funds Center** - Enter the appropriation code for which the BCT is being requested.
- 4) **Funds Center Title** - Enter the title of the appropriation for which the BCT is being requested.
- 5) **Fund** - Enter the fund code for which the BCT is being requested.
- 6) **Fund Title** - Enter the title of the fund for which the BCT is being requested.
- 7) **Functional Area** - Enter the functional area of the agency requesting the BCT.
- 8) **Fiscal Year** - Enter the fiscal year of the actual expenditures you are entering in #10. (example: FY06)
- 9) **Authorized Appropriation** - Enter the total appropriated amount for each of the five Maintenance & Operations line items from the agency's Appropriation Act.
- 10) **Actual Expenditures** - For transfers requested during the months of June or July, enter the current fiscal year expenditures for each of the five Maintenance & Operations commitment items through April. For all other months, use the agency's previous fiscal year expenditures.
- 11) **Transfer From** - Enter the commitment item (CI) code, fund and amount to be transferred on the same row as the commitment item listed on the left (example: if the transfer is from 502:00:02 Operating Expense, enter this data in that row).
- 12) **Transfer To** - Enter the commitment item (CI) code, fund and amount to be received from the transfer on the same row as the commitment item listed on the left (example: if the transfer is to 505:00:09 Conf Fees & Travel, enter this data in that row).
- 13) **Reason for Transfer** - Enter the reason for requesting the BCT. The explanation should include why the transfer was not anticipated during the development of the agency's current Annual Operations Plan. Acronyms should be spelled out the first time they are used (example: Transitional Employment Assistance (TEA)). If Information Technology (IT) related, the agency must include the location (major agency application, support or project) and location number in the agency's IT Plan referencing the requested transfer item (example: major agency application #2).
- 14) **Agency Approval** - Obtain signature of the Agency Director and submit the form to DFA - Office of Budget.
- 15) **Budget Approval** - The Budget Analyst, assigned to the agency, at DFA - Office of Budget approves the request before submitting the form for processing.
- 16) **Office of Information Technology (OIT) approval (if applicable)** - OIT signature must be obtained signifying the review and approval of any Budget Classification Transfer action requested by applicable state agencies for the purpose of purchasing information technology related items in accordance with applicable Technology Plans previously submitted to OIT by the requesting agency(s). Constitutional Offices, Institutions of Higher Education and Legislative/Judicial agencies are exempt from this process.

ARKANSAS ADMINISTRATION STATEWIDE INFORMATION SYSTEM

REQUEST FOR BUDGET CLASSIFICATION TRANSFERS (BCT)

Business Area: 1 Business Area Title: 2

Funds Center: 3 Funds Center Title: 4

Fund: 5 Fund Title: 6 Functional Area: 7

Line-Item Classifications	Authorized Appropriation	Actual Expenditures ** FY 8	Transfer From			Transfer To		
			CI	Fund	Amount	CI	Fund	Amount
502:00:02 Operating Expenses								
505:00:09 Conference & Travel Expenses								
506:00:10 Professional Fees	9	10		11			12	
512:00:11 Capital Outlay *								
509:00:12 Data Processing *								

Reason for Transfer:

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Agency Director

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Office of Information Technology
(approval only needed if applicable ***)

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Budget Approval

* Transfers may not be made from the capital outlay (512:00:11) or data processing (509:00:12) sub classifications unless specific authority for such transfers is provided by law. (ACA 19-4-522(C)(1))

** For transfers requested during the months June or July, enter the current fiscal year expenditures for each of the Maintenance & Operations commitment items through April. For all other months, use the agency's previous fiscal year expenditures.

*** Transfers requested for the purchase of information technology related items must be in compliance with the agency's Information Technology Plan submitted to the Office of Information Technology.